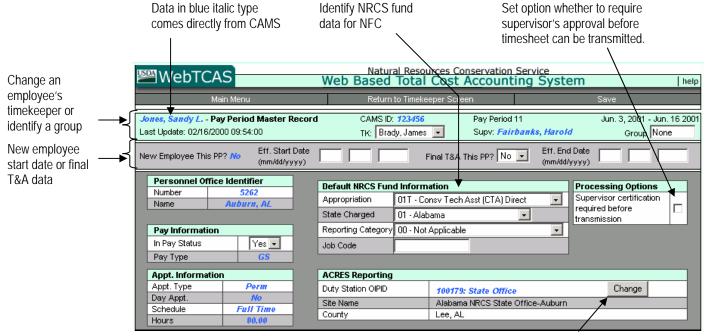
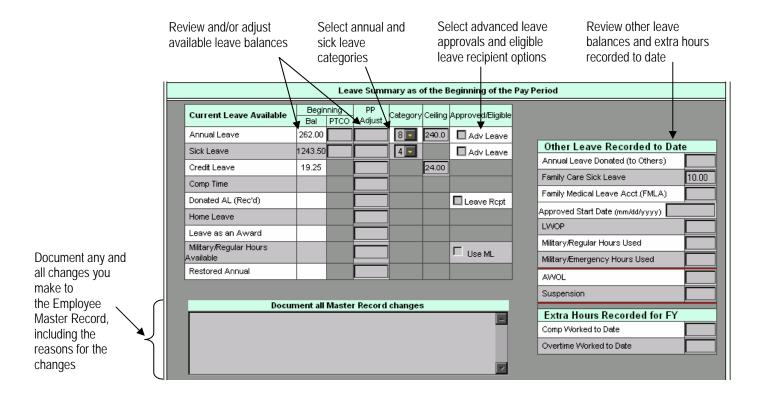


## **Employee Master Record (Timekeepers)**

### The Employee Master Record is easy to read and maintain.



Change an employee's duty station office



# Natural Resources Conservation Service Web-Based Total Cost Accounting System

## Employee Master Record (Timekeepers) continued

#### **Helpful Hints:**

1. The data in the following fields comes directly from CAMS. Contact your HR specialist if changes are needed.

Employee Name Effective Start Date (if new) In Pay Status Schedule CAMS ID Personnel Office Identifier Pay Type Hours

Supervisor Final T&A Appt. Type Duty Station OIP

New Employee Effective End Date (if final) Day Appt.

2. You can make temporary overrides of CAMS data to:

- Identify a Final T&A and Effective End Date
- Change pay status (for intermittent employees)
- Change OIP ID (for temporary duty station assignments)
- 3. If you need to change any of the available leave balances, enter the difference in the PP Adjust field for the applicable leave type. For example, to add 12 hours to the **Donated AL** (**Rec'd**) balance, enter **12.0** in the PP Adjust field. To subtract 2.25 hours from the Sick Leave balance, enter **-2.25** in the the PP Adjust field (make sure to enter the leading minus sign).
- 4. A **Group** name is optional and is a way for you to group employees together under a similar label. This is useful if you are the timekeeper for a large number of employees at different locations.